



LINK TO WEBSITE

NCR-Transit Subsidy

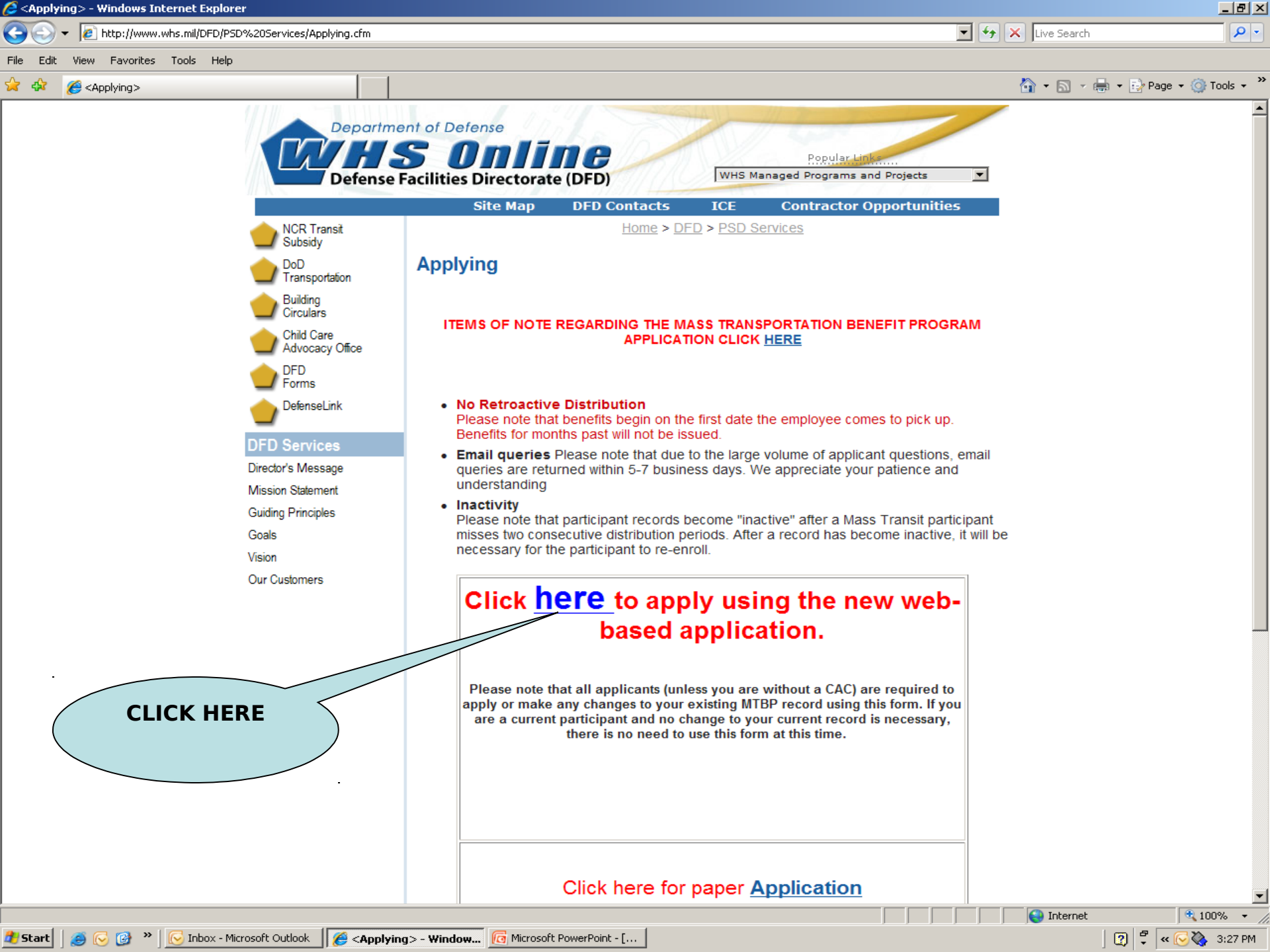
Welcome to the DoD National Capital Region transit benefit web site. This site was set up to assist DoD employees working in the NCR in receiving a transit benefit for their daily commute.

Links and Information

- [Programs](#)
- [Executive Orders](#)
- [DODI](#)
- [Eligibility](#)
- [Applying](#)
- [Ethics Training](#)
- [Withdrawing](#)
- [Enrollment Verification](#) ** Please also note that this enrollment verification link does not show status of application until the application has been approved and processed. For status questions, please email transitpass@whs.mil.
- [Pick-up Information and Scheduled Distributions](#)
- [FAQ's](#)
- [POC Desk Guide](#)
- [Transit Links](#)
- [Organizations participating in SmartBenefits](#)
- [Contact](#)

PLEASE NOTE 2009 HOLIDAY DISTRIBUTION SCHEDULE:

November 25: Pentagon daily office will close at 1:00pm







DoD National Capital Region

Mass Transportation Benefit Program



[Help](#)

Welcome to the DoD National Capital Region (NCR) Mass Transportation Benefit Program (MTBP) Web-based Application

This system allows you to choose from the following actions:

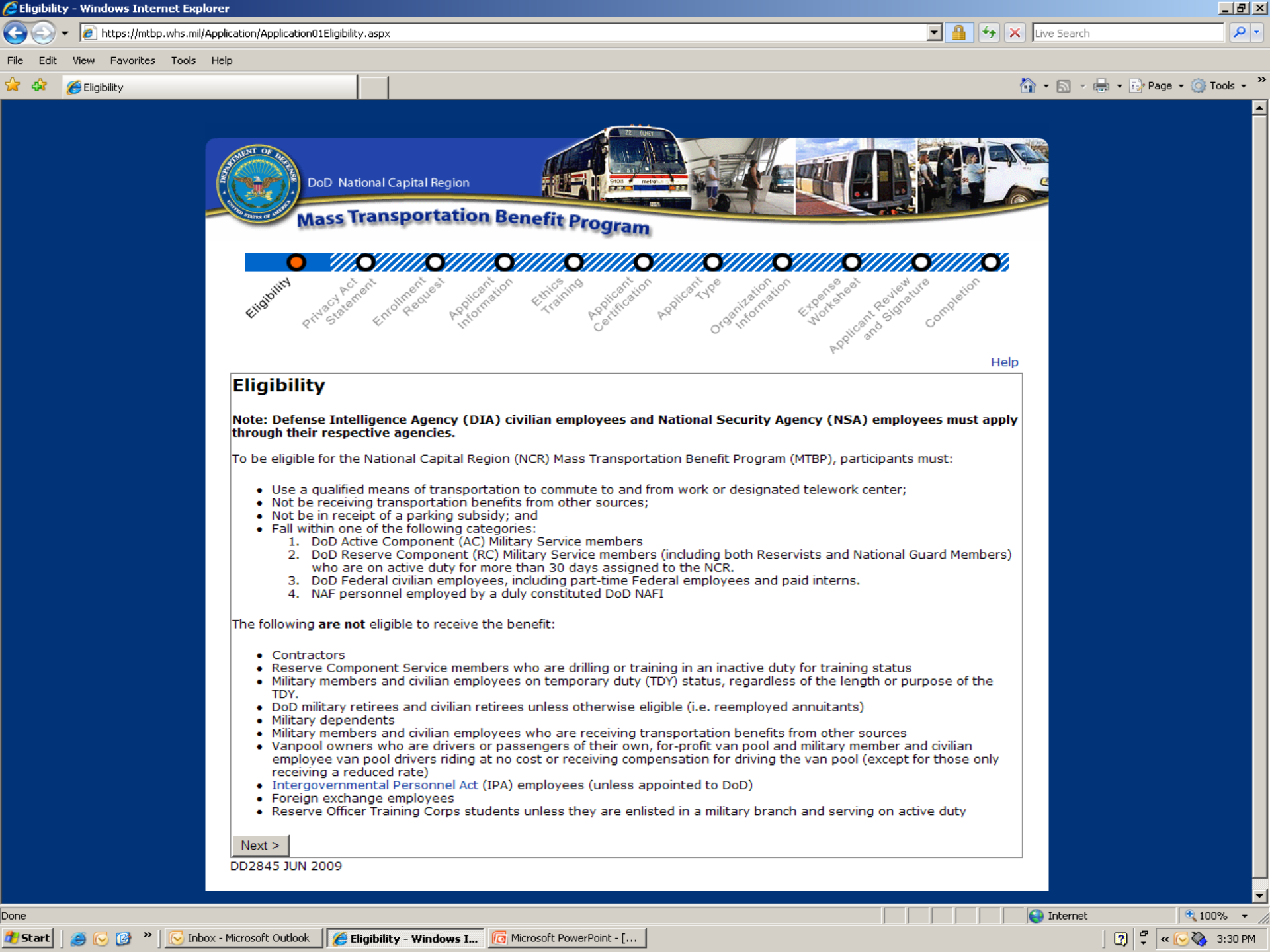
- **Enroll** - if you are completely new to the MTBP.
- **Recertify** - if you currently participate in the MTBP, but have not used the online application before, or you are completing your annual recertification. (Please note that you will be required to recertify through this application on an annual basis in order to continue your participation in the MTBP. Failure to recertify will result in withdrawal from the system. An automatic reminder will be sent prior to your year anniversary.)
- **Change** - once you have enrolled using the web-based application, you can make changes to your information directly through this application.
- **Withdraw** - this feature allows you to withdraw yourself from the MTBP. Please note that you may use this feature even if you have not previously established a record through this system.

All military members and civilian employees who have a Common Access Card (CAC) are strongly encouraged to use this system to apply and participate in this program.

It will take approximately 20-30 minutes to complete the application. Please click the button below to begin and thank you for your participation!

[Begin Application](#)

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DoD National Capital Region

Mass Transportation Benefit Program



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Eligibility

Note: Defense Intelligence Agency (DIA) civilian employees and National Security Agency (NSA) employees must apply through their respective agencies.

To be eligible for the National Capital Region (NCR) Mass Transportation Benefit Program (MTBP), participants must:


- Use a qualified means of transportation to commute to and from work or designated telework center;
- Not be receiving transportation benefits from other sources;
- Not be in receipt of a parking subsidy; and
- Fall within one of the following categories:
 1. DoD Active Component (AC) Military Service members
 2. DoD Reserve Component (RC) Military Service members (including both Reservists and National Guard Members) who are on active duty for more than 30 days assigned to the NCR.
 3. DoD Federal civilian employees, including part-time Federal employees and paid interns.
 4. NAF personnel employed by a duly constituted DoD NAFI

The following **are not** eligible to receive the benefit:

- Contractors
- Reserve Component Service members who are drilling or training in an inactive duty for training status
- Military members and civilian employees on temporary duty (TDY) status, regardless of the length or purpose of the TDY.
- DoD military retirees and civilian retirees unless otherwise eligible (i.e. reemployed annuitants)
- Military dependents
- Military members and civilian employees who are receiving transportation benefits from other sources
- Vanpool owners who are drivers or passengers of their own, for-profit van pool and military member and civilian employee van pool drivers riding at no cost or receiving compensation for driving the van pool (except for those only receiving a reduced rate)
- [Intergovernmental Personnel Act \(IPA\)](#) employees (unless appointed to DoD)
- Foreign exchange employees
- Reserve Officer Training Corps students unless they are enlisted in a military branch and serving on active duty


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DoD National Capital Region

Mass Transportation Benefit Program



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Privacy Act Statement

Authority: 5 U.S.C. 301, Departmental Regulations; 5 U.S.C. 7905, Programs to Encourage Commuting by Means other than Single Occupancy Motor Vehicles; 10 U.S.C. 131, Office of the Secretary of Defense; E.O. 12191, Federal Facility Ride Sharing Program, E.O. 13150, Federal Workplace Transportation; and E.O. 9397 (SSN).

Principal Purposes: To manage the DoD NCR Mass Transportation Benefit Program including, but not limited to, evaluation and reimbursement of participants, to track the allocated funds in support of the program and prevent misuse of those funds.

Routine Uses(s): To the Department of Transportation for the purposes of administering the program and/or verifying the eligibility of individuals to receive a fare subsidy. Data may be provided under any of the DoD "Blanket Routine Uses".

Disclosure: Voluntary; however, failure to provide the requested information may result in disapproval of the Mass Transportation Benefit Program Application.

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[Help](#)



Enrollment Request

Are you (choose one):

- ☒ Enrolling?
- ☐ Withdrawing?
- ☐ Recertifying?
- ☐ Making a change?

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**DoD National Capital Region**

Mass Transportation Benefit Program

Eligibility

Privacy Act Statement

Enrollment Request

Applicant Information

Ethics Training

Applicant Certification

Applicant Type

Organization Information

Expense Worksheet

Applicant Review and Signature

Completion

[Help](#)

Applicant Information

The last name, first name, and middle initial shown below are obtained from your Common Access Card (CAC). Information provided will be used to verify that you are not named on a federally subsidized parking permit on the Pentagon Reservation. Participants are not permitted to have both parking privileges and the Mass Transportation benefit. Parking at local installations will be checked by Agency/Component Reviewing Officials.

Last Name: BOYD

First Name: RALPH

Middle Initial: C

Last 4 Digits of your SSN:

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Applicant Information (cont.)

(all fields are required)

Home:

Residence (City):

SPRINGFIELD

State:

VA

9-Digit Zip Code:

22150-4540

[\(click here to look up your ZIP+4 at the USPS website\)](#)

Work:

Duty Station:

FORT MYER

(street address/building where you report to work)

City:

ARLINGTON

9-Digit Zip Code:

22211-1199

[\(click here to look up your ZIP+4 at the USPS website\)](#)

Work Telephone Number:

703-696-3141

(enter as ten digits, xxx-xxx-xxxx, include area code)

Work E-Mail Address:

ralph.boyd@us.army.mil

(e-mail must be a .gov, .mil, or .edu address. If you do not have an e-mail address with a .gov, .mil, or .edu, please use that of your supervisor. Once you are assigned an e-mail address with a .gov, .mil, or .edu, please e-mail transitpass@whs.mil with the new address)

Applicant's Supervisor Information:

Once you complete the application, your information will be forwarded to your supervisor, to the e-mail address you provide below, for his/her review and confirmation. If confirmed, your application will automatically be forwarded to your Agency/Component Reviewing Official for approval. If denied, your application will not be sent forward. You will receive automatic notification of the status of your application as it progresses through the review/approval process.

Please note that if you are on detail outside of the DoD, please list your DoD point-of-contact or your military supervisor.

Last Name:

KRISTOLAITIS

First Name:

JASON

Work Telephone Number:

703-696-4678

(enter as ten digits, xxx-xxx-xxxx, include area code)

Work E-Mail Address:

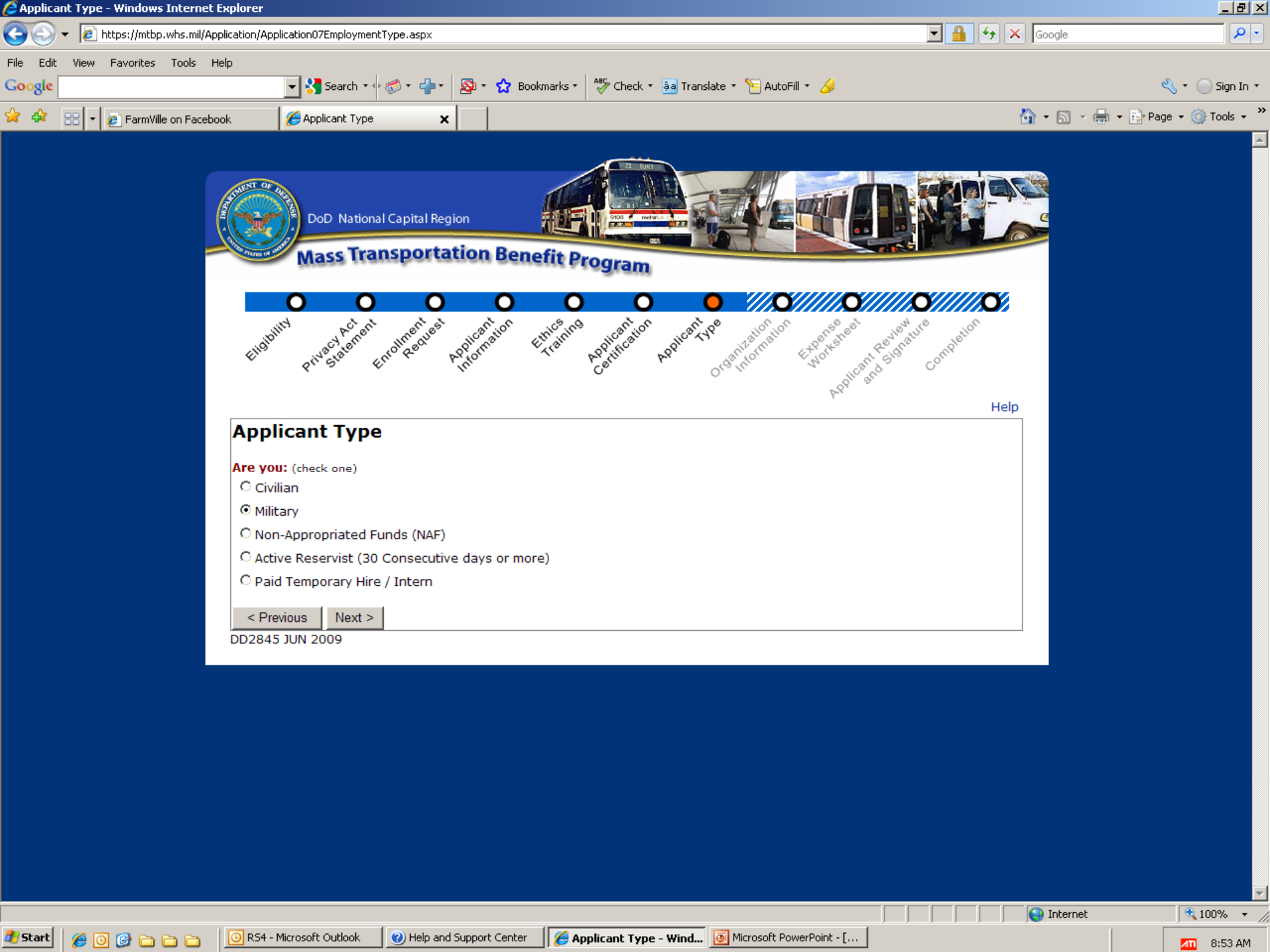
jason.kristolaitis@us.army

(e-mail address must be .gov, .mil, or .edu address)

< Previous

Next >

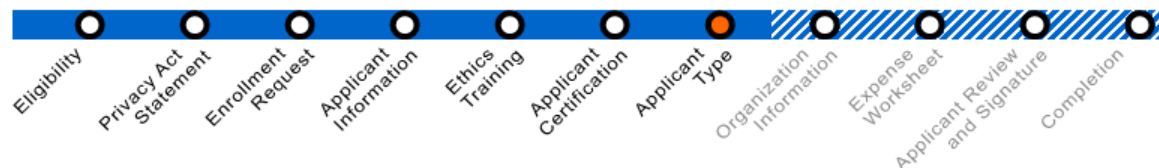
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DoD National Capital Region

Mass Transportation Benefit Program

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Applicant Type

Are you: (check one)

- ☐ Officer
☒ Enlisted

Are you: (check one)

Military members should indicate their branch of service, not the organization to which they are assigned.

- ☐ Air Force
☒ Army
☐ Navy
☐ Marine Corps

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Expenses Worksheet - Windows Internet Explorer

https://mtbp.whs.mil/Application/Application09ExpenseWorksheet.aspx

File Edit View Favorites Tools Help

Google Search

Expenses Worksheet

Page Tools

Expense Worksheet

To apply for the MTBP, you are required to calculate your usual monthly mass transportation costs.

Instructions:

- Please list each mode of mass transportation used for your commute. For each listed, provide the information requested. [Click here](#) for some examples. Also, please note that you are required to take the most cost-effective means within your mode of transportation per DoDI 1000.27: <http://www.dtic.mil/whs/directives/corres/pdf/100027p.pdf>
- For the number of days commuted, you must factor in alternate work schedules and work arrangements that affect the number of days you commute per month (i.e. 17, 19, 21). [Click here](#) for examples.
- Please note that **parking fees** are **not allowed** when computing monthly mass transportation costs.
- If you use other modes of transportation, that don't incur reimbursable costs, such as slugging, carpooling, etc, please list those modes with a dollar value of \$0.
- If you are a person with a disability or a senior citizen receiving reduced fare rates, you must calculate the reduced fare rates that you pay.

To assist you in finding your mass transportation service provider, fares, and schedule, please visit the following link:
<http://www.whs.mil/DFD/PSD%20Services/TransitLinks.cfm>

For help on this screen, [click here](#).

Indicate cost of each leg of commute or weekly/monthly pass.

This should be done in order of travel

1

2

3

4

Expense Worksheet

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This should be done in order of travel

1

2

3

4

Mode of Transportation	Name of Company	Frequency of Purchase	Cost of one way leg or weekly/monthly pass	From (Station/Start point)	To (Station/End point)	Total Cost for Mode	Action
RAIL	METRO	DAILY	4.00	FRANCONIA SPRINGFIELD	ROSSLYN METRO	84.00	Edit Delete
RAIL	METRO	DAILY	3.50	ROSSLYN METRO	FRANCONIA SPRINGFIELD	73.50	Edit Delete
LOCAL BUS	METRO	DAILY	0.75	ROSSLYN METRO	ALINGTON BV & PERSHING	15.75	Edit Delete
LOCAL BUS	METRO	DAILY	1.25	ARLINGTON BV & PERSHING	ROSSLYN METRO	26.25	Edit Delete
[SELECT]		[SELECT]					Add

Your Monthly Grand Total Mass Transportation

199.50

This link will assist you in planning your route on METRO, Fairfax Connector, DASH

There is also a \$.50 fare discount for metro to bus or bus to metro transfers. If you ride the metro and then get on the bus the bus will be \$.50 cheaper. If you ride the bus to the metro the metro will be \$.50 cheaper.

Done

Start

RS4 - Microsoft Outlook

Help and Support Center

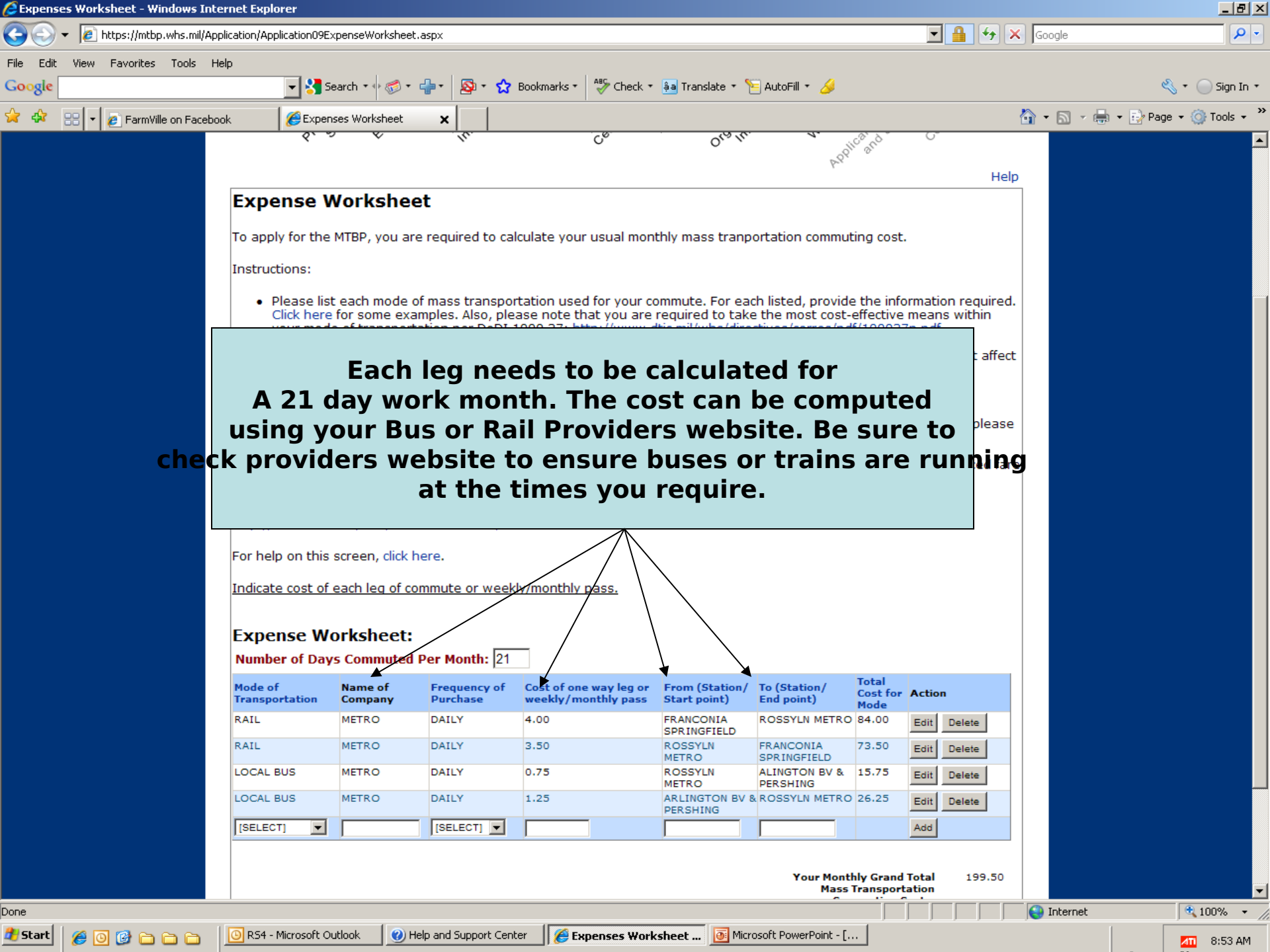
Expenses Worksheet ...

Microsoft PowerPoint - [...]

Internet

100%

8:53 AM



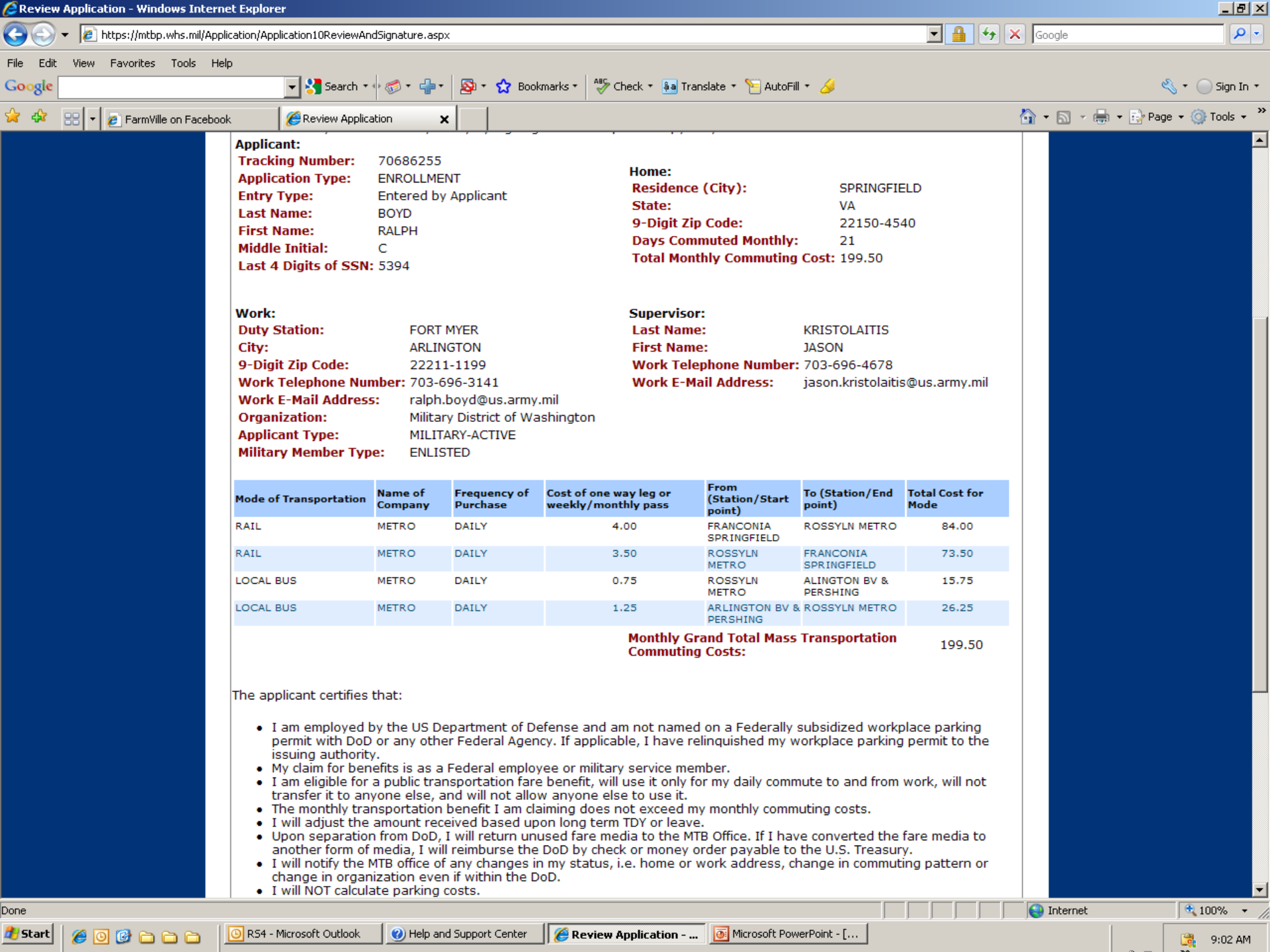
**Each leg needs to be calculated for
A 21 day work month. The cost can be computed
using your Bus or Rail Providers website. Be sure to
check providers website to ensure buses or trains are running
at the times you require.**

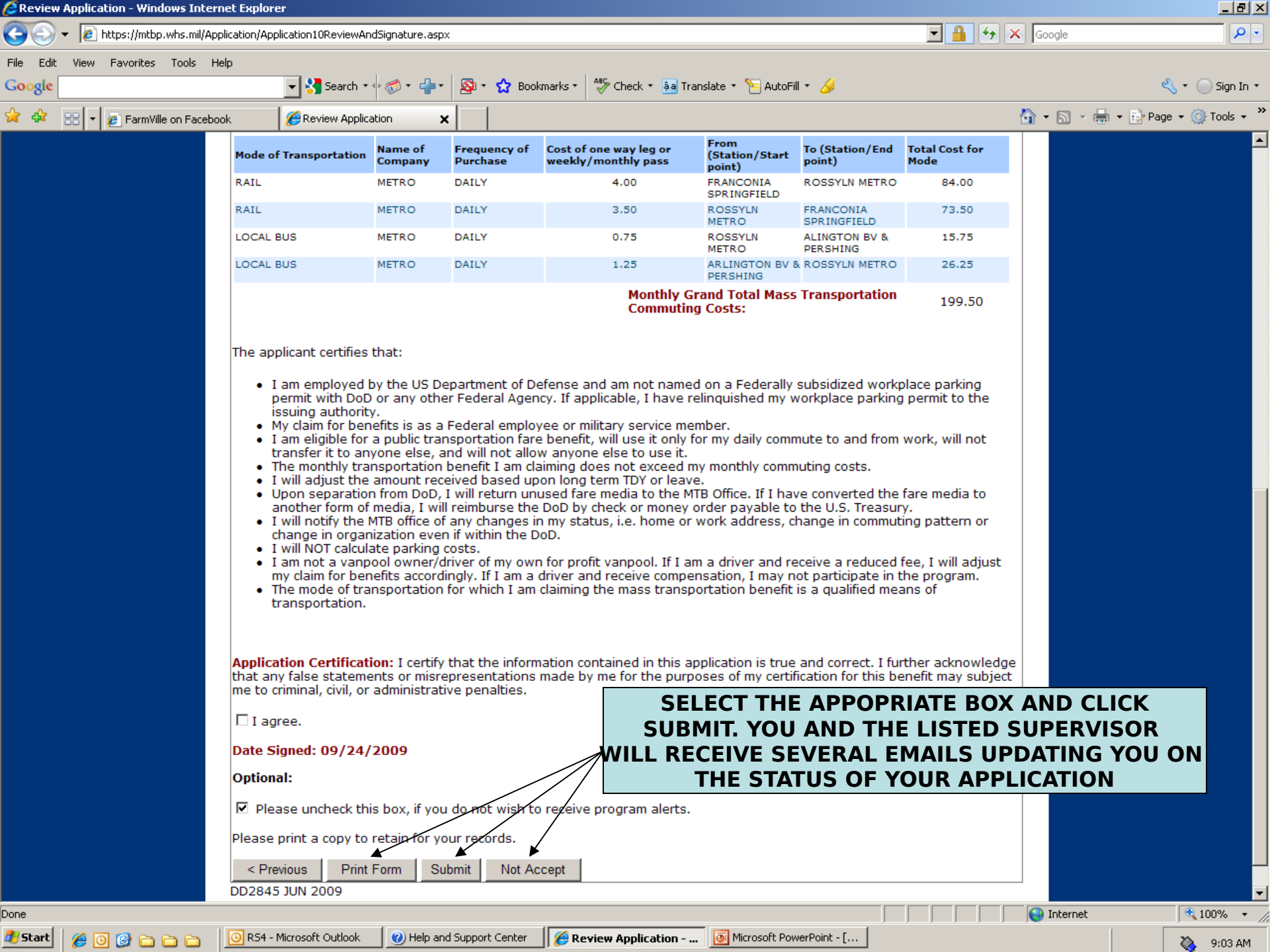
Expense Worksheet:

Number of Days Commuted Per Month:

Mode of Transportation	Name of Company	Frequency of Purchase	Cost of one way leg or weekly/monthly pass	From (Station/Start point)	To (Station/End point)	Total Cost for Mode	Action	
RAIL	METRO	DAILY	4.00	FRANCONIA SPRINGFIELD	ROSSLYN METRO	84.00	Edit	Delete
RAIL	METRO	DAILY	3.50	ROSSLYN METRO	FRANCONIA SPRINGFIELD	73.50	Edit	Delete
LOCAL BUS	METRO	DAILY	0.75	ROSSLYN METRO	ALINGTON BV & PERSHING	15.75	Edit	Delete
LOCAL BUS	METRO	DAILY	1.25	ARLINGTON BV & PERSHING	ROSSLYN METRO	26.25	Edit	Delete
[SELECT]		[SELECT]					Add	

Your Monthly Grand Total
Mass Transportation 199.50





Mode of Transportation	Name of Company	Frequency of Purchase	Cost of one way leg or weekly/monthly pass	From (Station/Start point)	To (Station/End point)	Total Cost for Mode
RAIL	METRO	DAILY	4.00	FRANCONIA SPRINGFIELD	ROSSLYN METRO	84.00
RAIL	METRO	DAILY	3.50	ROSSLYN METRO	FRANCONIA SPRINGFIELD	73.50
LOCAL BUS	METRO	DAILY	0.75	ROSSLYN METRO	ARLINGTON BV & PERSHING	15.75
LOCAL BUS	METRO	DAILY	1.25	ARLINGTON BV & PERSHING	ROSSLYN METRO	26.25

Monthly Grand Total Mass Transportation Commuting Costs: 199.50

The applicant certifies that:

- I am employed by the US Department of Defense and am not named on a Federally subsidized workplace parking permit with DoD or any other Federal Agency. If applicable, I have relinquished my workplace parking permit to the issuing authority.
- My claim for benefits is as a Federal employee or military service member.
- I am eligible for a public transportation fare benefit, will use it only for my daily commute to and from work, will not transfer it to anyone else, and will not allow anyone else to use it.
- The monthly transportation benefit I am claiming does not exceed my monthly commuting costs.
- I will adjust the amount received based upon long term TDY or leave.
- Upon separation from DoD, I will return unused fare media to the MTB Office. If I have converted the fare media to another form of media, I will reimburse the DoD by check or money order payable to the U.S. Treasury.
- I will notify the MTB office of any changes in my status, i.e. home or work address, change in commuting pattern or change in organization even if within the DoD.
- I will NOT calculate parking costs.
- I am not a vanpool owner/driver of my own for profit vanpool. If I am a driver and receive a reduced fee, I will adjust my claim for benefits accordingly. If I am a driver and receive compensation, I may not participate in the program.
- The mode of transportation for which I am claiming the mass transportation benefit is a qualified means of transportation.

Application Certification: I certify that the information contained in this application is true and correct. I further acknowledge that any false statements or misrepresentations made by me for the purposes of my certification for this benefit may subject me to criminal, civil, or administrative penalties.

☐ I agree.

Date Signed: 09/24/2009

Optional:

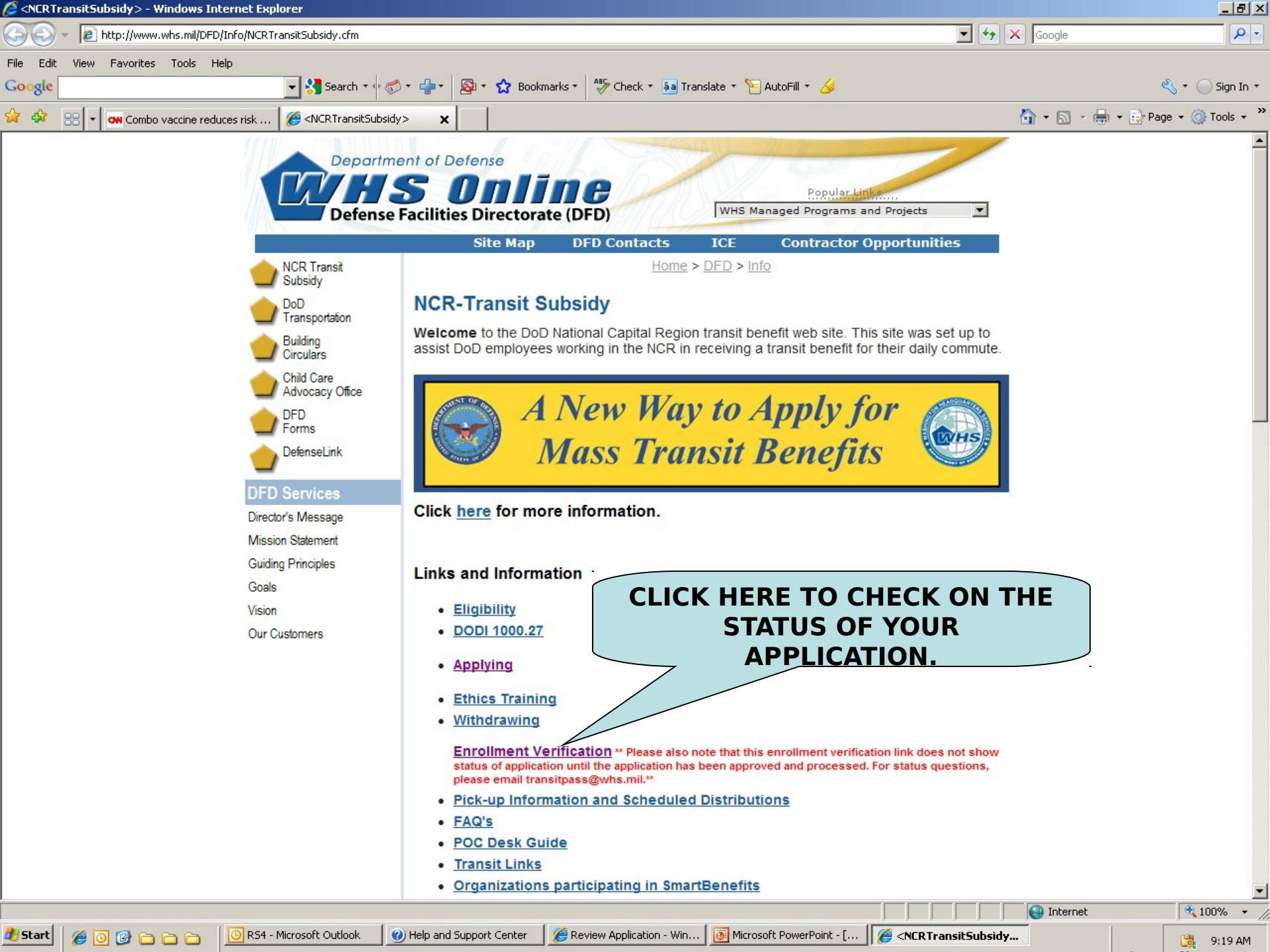
☒ Please uncheck this box, if you do not wish to receive program alerts.

Please print a copy to retain for your records.

[< Previous](#) [Print Form](#) [Submit](#) [Not Accept](#)

SELECT THE APPROPRIATE BOX AND CLICK SUBMIT. YOU AND THE LISTED SUPERVISOR WILL RECEIVE SEVERAL EMAILS UPDATING YOU ON THE STATUS OF YOUR APPLICATION

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Popular Links.....
WHS Managed Programs and Projects

Site Map DFD Contacts ICE Contractor Opportunities

Home > DFD > Info

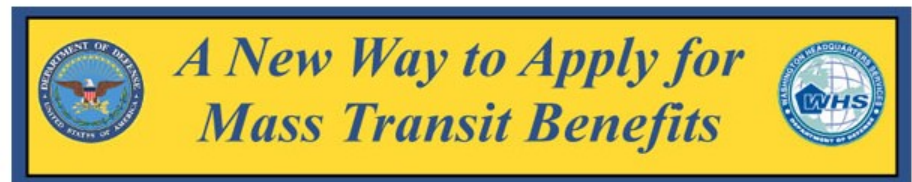
- NCR Transit Subsidy
- DoD Transportation
- Building Circulars
- Child Care Advocacy Office
- DFD Forms
- DefenseLink

DFD Services

- Director's Message
- Mission Statement
- Guiding Principles
- Goals
- Vision
- Our Customers

NCR-Transit Subsidy

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Click [here](#) for more information.

Links and Information

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- [POC Desk Guide](#)
- [Transit Links](#)
- [Organizations participating in SmartBenefits](#)

CLICK HERE TO CHECK ON THE STATUS OF YOUR APPLICATION.



DoD NCR Transit Subsidy

Check Your Enrollment Status

To check to see if you've been enrolled in the Mass Transit Benefit program, enter your information below and then click on the "Check Transit Subsidy Status" Button. All fields are required. Please note that the link does not show where application is in process if it's not yet status inquiries, please email transitpass@whs.mil

First Name

Middle Initial

Last Name

Last 4 Digits of Social Security Number

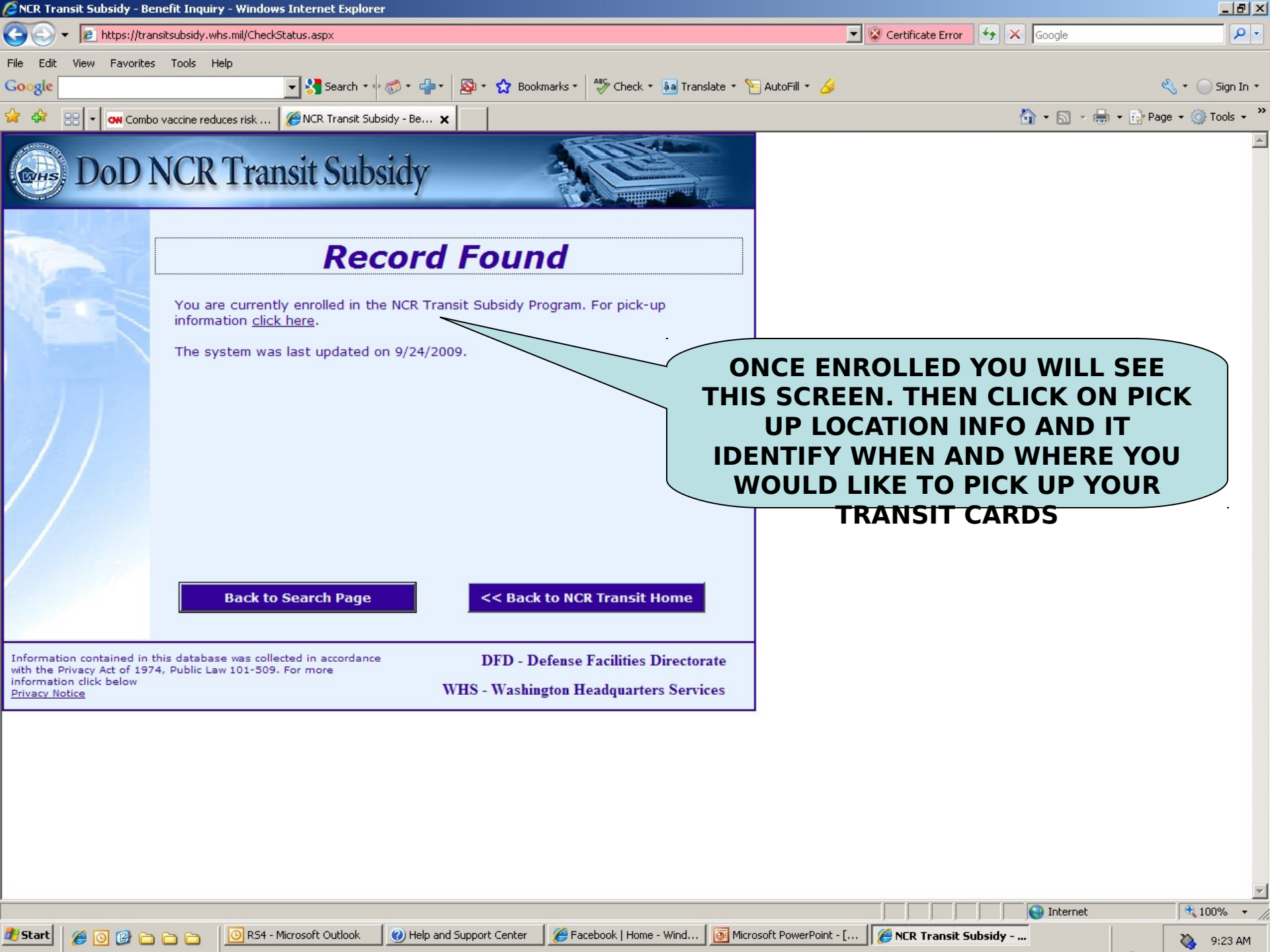
Check Transit Subsidy Status **Clear Form**

Button: Check Status

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DFD - Defense Facilities Directorate
WHS - Washington Headquarters Services

ENTER YOUR INFORMATION AND CLICK
CHECK STATUS



Record Found

You are currently enrolled in the NCR Transit Subsidy Program. For pick-up information [click here](#).

The system was last updated on 9/24/2009.

[Back to Search Page](#)

[<< Back to NCR Transit Home](#)

**ONCE ENROLLED YOU WILL SEE
THIS SCREEN. THEN CLICK ON PICK
UP LOCATION INFO AND IT
IDENTIFY WHEN AND WHERE YOU
WOULD LIKE TO PICK UP YOUR
TRANSIT CARDS**

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